



GSA Northeast & Caribbean Region
Public Building Service
Manhattan Service District
Federal Building Office
Phone: (212) 637-2970
Fax: (212) 637-2995

***** All requests for conference rooms must be made in writing on agency letterhead and signed by a department official***

Request for Conference Room 290 Broadway- 30TH Floor

Today's date:

Name:

Agency:

Phone number:

E-mail address:

Type of meeting:

Time room(s) requested:

Date room(s) requested:

Conference room(s) requested:

Request for conference aids:

Number of attendees:

Approval by GSA Representative

Please attach completed form along with the agency memo, and submit to GSA for review. If approved by building management you will receive a confirmation notice that you must sign in order to confirm your reservation.

**U.S General Services Administration
Ted Weiss Federal Building
290 Broadway, Room 206
New York, New York 10007
www.gsa.gov**



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Conference Room Materials

Below you will find a list of materials provided for conference room use. Please fill in the amount of each item being requested.

___ Easel
___ Portable Screen
___ Podium
___ Handheld Microphone
___ TV/VCR
___ Tables
___ Chairs

Name

Agency

Telephone

Date

Time materials will be in use

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